

# LMS USER GUIDE

## LEARNER VIEW OF COMPETENCIES

1) From the Dashboard select the **Personal Development** tab

The screenshot shows the E-nable LMS interface. At the top, the logo 'E-nable the complete LMS solution' is followed by navigation links 'Create', 'Manage', and 'Deliver'. A blue navigation bar contains 'Home', 'Virtual College', 'Help & Support', and 'Logout'. Below this, a breadcrumb trail reads '>> Dashboard'. The date '04 August 2014' is in the top right. A tabbed interface shows 'Active Learning', 'Completed Learning', 'Requested Learning', and 'Personal Development' (highlighted with a red box). The 'Active Learning' section displays a table of courses:

Title	Type	% Complete	Action
<a href="#">Charlie</a>	Portfolio Course	0%	
<a href="#">How to Manage Working Parents</a>	E-learning	0%	
<a href="#">Hannibal</a>	External Course	Evaluation	
<a href="#">Jenny's Course</a>	In House Training	Questionnaire	
<a href="#">Jenny's test e-learning course</a>	E-learning	Questionnaire	

On the right, a user profile for 'Paul Acres1' is shown with a photo, name, and details: Organisation: PAB Enable Demonstration, Department: PAB Demos - Dept 1, Manager: paul Learner Manager, Last Login: 21 Jul, 2014. Below the profile are links for 'Remove Image' and 'Edit Profile'. A 'Messages' section indicates '(3) new messages in your inbox' with sub-counts for Announcements (1), Links (2), and Resources (1).

2) Click on the **My Job Role** link to view your job role(s)

This screenshot shows the 'Personal Development : Charlie' page. The 'Personal Development' tab is selected. Under 'Active Targets', a table shows a target 'bt' with a review date of '18-Jul-2037' and status 'Not Started'. Below the table are buttons for 'Add New Target', 'Create New PDR', 'View PDR Documents', 'View Previous PDR's', and 'My Job Role' (highlighted with a red box). The right-hand user profile and messages section are identical to the previous screenshot.

3) Then select which **Job Role** you require and click **View** (if you only have one job role it will automatically load)

The screenshot shows the 'View Job Roles' page. The breadcrumb trail is '>> Dashboard >> View Job Roles'. The date is '29 December 2011'. A table lists job roles:

Title	Action
MACHINIST	<a href="#">View</a>
Shop Floor Employee Appraisal - 2010	<a href="#">View</a>
JOY JEFFREY DRESSER MINER OPERATOR	<a href="#">View</a>
Literacy and Numeracy	<a href="#">View</a>
Connector Machinist CAM	<a href="#">View</a>

The 'View' link for 'MACHINIST' is highlighted with a red box. The footer includes 'Contact Us', 'Accessibility', and copyright information for Virtual College Group PLC.

4) This view shows the competencies relating to this **Job Role**. As yet no assessments have been carried out

the complete LMS solution
Create ▶ Manage ▶ Deliver

Dashboard
View Job Roles
View Job Role

29 December 2011

Job Role

Title  
Shop Floor Employee Appraisal - 2010  
Description  
Shop Floor Employee Appraisal - 2010  
Requirements  
N/A  
Comments  
N/A  
Custom Field  
N/A

Quicklinks

Self Assess  
My Development Plan  
Endorsements  
View Assessments

Performance against last year's objectives

Name	Competency	Endorsed	Action
Led or supported continuous improvement initiatives	1 2 3 4 5 6		<a href="#">View</a>
Raised the standard of quality	1 2 3 4 5 6		<a href="#">View</a>
Promoted team work in your area	1 2 3 4 5 6		<a href="#">View</a>
Led or promoted safety improvements in your area	1 2 3 4 5 6		<a href="#">View</a>

Performance rating

Name	Competency	Endorsed	Action
Quality	1 2 3 4		<a href="#">View</a>
Continuous Improvement	1 2 3 4		<a href="#">View</a>
Dependability	1 2 3 4		<a href="#">View</a>
Flexibility	1 2 3 4		<a href="#">View</a>
Communication	1 2 3 4		<a href="#">View</a>
Safety Focused	1 2 3 4		<a href="#">View</a>
Teamwork	1 2 3 4		<a href="#">View</a>

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[Accessibility](#)

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5) To begin your self-assessment select the **Self Assess** link

Quicklinks

Self Assess  
My Development Plan  
Endorsements  
View Assessments

The orange box indicates the required competency level

6) Each question follows this format

The screenshot shows the E-nable LMS interface. At the top, the logo 'E-nable the complete LMS solution' is on the left, and 'Powered by VIRTUAL COLLEGE' is on the right. A navigation bar contains links: Home, Virtual College, Help & Support, and Logout. Below this, a breadcrumb trail reads '>> Dashboard >> View Job Roles >> View Job Role >> Self Assessment'. The date '29 December 2011' is in the top right corner. The main heading is 'Performance against last year's objectives', with 'Question 1 of 11' on the right. The question text is 'On the following scale how would you rate your performance for this skill:'. Below this is the title 'Led or supported continuous improvement initiatives'. A list of radio buttons is shown: 'Not yet started', 'Will not meet', 'Off target', 'Mostly on target', 'On target', and 'Complete'. A callout box with an arrow points to this list, stating 'You must select the level you rate yourself'. Below the radio buttons is a 'Comment:' text area. A callout box with an arrow points to this area, stating 'Enter your comments here. This may be mandatory in some sections'. At the bottom of the form are three buttons: 'Next', 'Back', and 'Save & Quit'. A callout box with an arrow points to these buttons, stating 'Click Next to move to the next question, Back to go to the previous question and Save & Quit to complete the assessment at a later date'. At the very bottom, there are links for 'Contact Us' and 'Accessibility', and a copyright notice: 'Copyright © 1995-2011 Virtual College Group PLC | All Rights Reserved'.

7) The assessment will conclude with a **Final Comment** screen

8) You can carry out additional assessment by selecting the **Self Assessment** link on your job role main page

The screenshot shows the E-nable LMS interface for the 'Final Comment' screen. The header and navigation bar are identical to the previous screenshot. The breadcrumb trail is the same. The main heading is 'You have now finished the self assessment. Your responses have been stored. Please enter a final comment and click 'Finish' to mark this assessment as complete.' Below this is a 'Final Comment:' text area, which is highlighted with a green border. A callout box with an arrow points to this area, stating 'Enter your final comments here. Any comments entered here can be viewed by selecting the view Assessments quicklinks'. Below the text area is a 'Finish' button, which is highlighted with a red border. At the bottom, there are links for 'Contact Us' and 'Accessibility'.

8) You can select the assessment you wish to view from the drop down box and click **View**

9) Note: You can also view your assessment(s) by selecting the **View Assessment** quicklink from your job role screen

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the complete LMS solution Create ▶ Manage ▶ Deliver

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Home Virtual College Help & Support Logout

>> [Dashboard](#) >> [View Job Roles](#) >> [View Job Role](#) >> [View Assessment](#) 29 December 2011

**View Assessment**

Please select an assessment to view:

29/12/2011 10:32:16

View Cancel

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10) This screen gives you a visual representation of your answers

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Home Virtual College Help & Support Logout

>> [Dashboard](#) >> [View Job Roles](#) >> [View Job Role](#) >> [View Assessment](#) 29 December 2011

**View Assessment: Paul Acres on 29/12/2011**

**Performance against last year's objectives**

Skill	Assessment Response	Comment
Led or supported continuous improvement initiatives	1 2 3 4 5 6	
Raised the standard of quality	1 2 3 4 5 6	
Promoted team work in your area	1 2 3 4 5 6	
Led or promoted safety improvements in your area	1 2 3 4 5 6	

**Performance rating**

Skill	Assessment Response	Comment
Quality	1 2 3 4	
Continuous Improvement	1 2 3 4	
Dependability	1 2 3 4	
Flexibility	1 2 3 4	
Communication	1 2 3 4	
Safety Focused	1 2 3 4	
Teamwork	1 2 3 4	

**Final Comment**

11111111111111111111


Excel Export

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Hover over these icons to view any comments

You can export this page to excel.

10) In this example, your manager has also assessed your competencies and endorsed them



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Home Virtual College Help & Support User Manual Logout

>> Dashboard >> View Job Roles >> View Job Role

**Job Role**

Title  
Shop Floor Employee Appraisal - 2010

Description  
Shop Floor Employee Appraisal - 2010

Requirements  
N/A

Comments  
N/A

Custom Field  
N/A

**Quicklinks**

- ▶ [Self Assess](#)
- ▶ [My Development Plan](#)
- ▶ [Endorsements](#)
- ▶ [View Assessments](#)

**Performance against last year's objectives**

Name

Led or supported continuous improvement initiatives	Competency	Endorsed	Action
	1 2 3 4 5 6	✓	<a href="#">View</a>
Raised the standard of quality	1 2 3 4 5 6	✓	<a href="#">View</a>
Promoted team work in your area	1 2 3 4 5 6	✓	<a href="#">View</a>
Led or promoted safety improvements in your area	1 2 3 4 5 6	✓	<a href="#">View</a>

**Performance rating**

Name

Quality	Competency	Endorsed	Action
	1 2 3 4	✓	<a href="#">View</a>
Continuous Improvement	1 2 3 4	✓	<a href="#">View</a>
Dependability	1 2 3 4	✓	<a href="#">View</a>
Flexibility	1 2 3 4	✓	<a href="#">View</a>
Communication	1 2 3 4	✓	<a href="#">View</a>
Safety Focused	1 2 3 4	✓	<a href="#">View</a>
Teamwork	1 2 3 4	✓	<a href="#">View</a>

Green - signifies achieved or exceeded required level  
Grey - shows level achieved but below required level

11) You can view both **Active** and **Completed** targets which may arise as part of your competency development plan on your **Personal Development** tab

>> Dashboard

30 May 2010

Active Learning Completed Learning Requested Learning **Personal Development** Help ?

Personal Development : PDR [Export](#)

**Active Targets**

Target	Review Date	Status	Action
Communication	21-Sep-2010	Not Started	<a href="#">View &gt;&gt;</a>

**Completed Targets**

Target	Review Date	Status	Action
To clean, repair and maintain machinery & report any fault or damage. In line with 5's program.	30-Jun-2010	Achieved	<a href="#">View &gt;&gt;</a>

[Add New Target](#) [View PDR Documents](#) [My Job Role](#)

**Fred Walters** Help ?

no profile image

Organisation: PAB - Practice Organisation  
Department: PAB - Dept 1  
Manager: Paul Butler7  
Last Login: 18 May, 2010

[Edit Profile](#)

**Messages** Help

You have (4) new messages in [your inbox](#)

[Announcements](#)  
[Links \(1\)](#)  
[Resources \(4\)](#)

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